



## LIBRARIES

**Library Board of Trustees Meeting  
Wednesday, April 27, 2016, 9:00 am  
ImagineIF Kalispell**

### MEETING MINUTES

**Present: Terry Guidi, Jane Lopp, Al Logan, Michael Morton, Connie Leistiko (Board); Kim Crowley, Connie Behe, Teri Dugan, Martha Furman, Aspen Bassett (Staff); Sarah Johnson (Library Foundation)**

**I. Call to Order:** T. Guidi called the meeting to order at 9:06 am.

**II. Open time for persons to address the Board:**

K. Crowley noted an addition to the agenda. "MLA Download" was added.

**III. Approval of Minutes:**

**Moved by M. Morton** "that we approve the minutes of the March 23, 2016 Board meeting as presented."

**Seconded by J. Lopp**

**APPROVED**

**IV. Reports**

**Financial Report:**

**Moved by A. Logan** "that we accept the March 2016 Finance Report as presented."

**Seconded by M. Morton**

**ACCEPTED**

**Support Organization Requests:**

- K. Crowley reviewed the FY17 Library requests from our support organizations which include ImagineIF Library Foundation and Friends of the Library.

#### **Friends of the Library Request**

- |                             |         |
|-----------------------------|---------|
| • Bookmarks                 | \$1,000 |
| • MLA Dues                  | \$1,500 |
| • Staff Recognition Program | \$2,000 |
| • Kids Program supplies     | \$7,000 |

### **Library Foundation Request**

- Special Projects Discretionary      \$10,000
  - Kids Interactives      \$5,000
  - Summer Experience      \$6,000
  - Printing      \$1,500
  - Community Engagement      \$12,000
  - All Staff Day      \$3,500
  - Performers      \$1,750
  - Consultants      \$5,000
  - Marketing      \$5,250
- Seed grants from Applied Materials and KRMC Foundation will fund a pilot project for early literacy kits. We have received \$6,000 to pilot the project, which delivering the kits through social services agencies. We will need another \$6,900 to be raised through the Library Foundation for a year's supply of the kits.

### **Stories Worth Telling: Teens at ImagineIF: Building Skills-Furman.**

- M. Furman introduced Aspen Bassett who is co-lead on Teen programs right now. In September Aspen will begin running all of the Teen programs herself.
- M. Furman's presentation focused on highlighting the programs at the library that help Teens learn 20<sup>th</sup> Century Skills.
- ImagineIF Libraries develops their programs to support the 40 Developmental Assets as defined by the Search Institute. These assets identify the building blocks of healthy development for youth to grow up as caring and responsible people. <http://www.search-institute.org/content/40-developmental-assets-adolescents-ages-12-18>

### **Director and Staff Reports**

- K. Crowley reviewed the Director's report. Comments and questions were answered.

### **PLA Download**

- Crowley and Behe shared their experiences from the Public Library Association Conference in Denver. They had many valuable take away points to integrate into our programs here at ImagineIF.
- Crowley and Behe presented a very successful program at the conference to a group of 650 librarians. The presentation "Play Your Way to an Engaged Staff" was well received. The group responded with lots of positive feedback and interest in what we are doing here at ImagineIF Libraries.

### **MLA Download**

- A. Logan shared highlights from his attendance at the MLA conference in Missoula. Logan found a lack of trustee education offered at the conference.
- J. Lopp shared experiences from her attendance at the conference. She found the Montana Book Award Reception excellent. She enjoyed speaking with Annick Smith and liked the presentation by the MT Historical Society.

### **Design Institute**

- K. Crowley is attending the Library Journal Design Institute in Bozeman, MT on May 6<sup>th</sup> along with Maggie Davis.
- The Design Institute brings together various architects and projects from around the country to develop and discuss current trends in library design.
- A possible central library on the CSH property in Kalispell was selected as one of the design challenges.

### **TamFed Meeting**

- May 20-21 will be the Tamarack Federation annual meeting in Bigfork. T. Edmundson will be presenting a session sharing techniques to use when navigating difficult situations. Ned Cooney will be facilitating a session on Board development and successful meetings.

### **Communications Librarian Posting**

- K. Crowley explained a reevaluation and restructuring of the Adult Services Librarian and the library Marketing and Communications position.
- C. Behe said some departments are undergoing change and reorganizing. As a result, the new position will be titled: *Communication and Marketing Coordinator*.
- C. Behe is currently creating an updated organizational chart for ImagineIF Libraries.

### **Bigfork Remodel**

- K. Crowley announced the Bigfork work weekend is on schedule. Volunteers are needed in all areas. All items related to the remodel are ordered or arrived and the project is on budget.

### **Statistics**

- Behe reported the Performance Overview statistics. Building traffic is up systemwide 6.75%.
- Behe reported FY16 Strategic Plan Performance statistics. Most performance goals are on target.

### **Foundation Report**

- S. Johnson reported the final numbers for Loud at the Library. The fundraiser grossed \$18,413 with a final net amount of \$12,767. This is a 38% increase from last year. 302 tickets were sold.
- The "Give Local" event will be May 3. The library foundation will be hosting a booth at the event.
- Applied Materials awarded the Library Foundation a \$10,000 grant.
- Bigfork Community Development Foundation has recently provided \$8,450 toward the Bigfork remodel project. This, coupled with the \$12,400 given two years ago makes them responsible for 42% of the entire remodel budget.
- The feasibility study continues with our consultant, Kevin Wallace.

### **Facilities Committee Report**

- M. Morton stated there was nothing new to report.
- The Library Foundation is working on having a board member as liaison to the Facilities Committee.

## **V. Old Business:**

### **Operations Budget, Fund 2220 Amendments (ACTION)**

In order to get our budget to a mere 2% increase in expenditures over last year, the Finance Committee has asked us to reduce the Library Board approved 2017 budget by \$3,300. In order to do so, we recommended that we take \$1,500 from the small item equipment line item and \$1,800 from office supplies.

**Moved by A. Logan** "to reduce small item equipment line in Fund 2220 by \$1,500 from \$8000 to \$6500 and reduce office supply line item in Fund 2220 by \$1,800 from \$14,000 to \$12,200."

**Seconded by M. Morton.**

**APPROVED**

### **Capital Funds Update (Discussion)**

Crowley reported that the Finance Department had wanted to move all capital projects to fund 4029 including those we have budgeted for in Fund 4020, the Library Depreciation Reserve Fund. Since the Library Board did not agree to that at the March meeting, projects will still be funded from the 4020. If we get county funding for new buildings, that money (and project) will use the 4029 budget.

### **Board Planning Session (Discussion)**

- Planned for June 1<sup>st</sup> 9am to 2pm in which Ned Cooney will facilitate.

- Agenda items were discussed. Guidi, Crowley and Behe will meet with Cooney to plan goals and agenda items for the day session.

**IV. New Business:**

Approval of the Communications Position **(ACTION)**

**Moved by C. Leistiko** "to approve upon the recommendation of staff the position of Communications and Marketing Coordinator as explained in the job description presented. And to approve the posting and submission of this position to the County and other agencies outside the library profession."

**Seconded by A. Logan**

**APPROVED**

**Housekeeping:**

**Next regular meeting:** Wednesday, May 25, 2016, 9AM, ImagineIF Kalispell.

**Commissioner Budget Review:** May 9, 2016, 9am, County Courthouse.

**Library Journal Design Institute:** Friday, May 6<sup>th</sup>, Bozeman Public Library.

**Bigfork Work Weekend:** Friday-Monday, May 13-16, 2016.

**Tamarack Federation Meeting:** Friday and Saturday, May 20-21, Marina Cay, Bigfork, MT.

**Board Planning Session:** Wednesday, June 1, 9-2, Lopp and Associates.

**VI. Adjourn: 12:15 PM.**